

Sister Cities Committee Zoom Meeting

Date/Time: March 9, 2022 04:45pm

Join Zoom Meeting:

<https://us06web.zoom.us/j/85321307072?pwd=QzZaZmNleW8zZlFZeQ1cHZveW15QT09>

Meeting ID: 853 2130 7072 Passcode: 998399

Agenda 3/9/2022

1. Call to Order: (do we have a quorum)
2. Additions/Deletions:
3. Approval of Minutes:
4. Financial Report: **Doreen (absent-Larisa will report any updates)**
5. Liaison Reports: (As applicable)
 - i) Chamber-**Tim**
 - ii) City-**Anna/Rebeka**
6. Subcommittee: Latin Subcommittee - the Sister City of Interest Subcommittee actions-**Nicole/John/Tim/Larisa**
7. Old Business:
 - i) Nyuzen Delegation Visits to Forest Grove in 2022
 - 1) Adult Delegation visit: October 3 to 6 (150th Celebration: Oct 5)
 - 2) Student Delegation visit: October 29 to November 2
 - ii) Subcommittees List:
 1. Summer Festival (Aug) - Azumi, John
 2. Adult Delegation (Oct) - Kermit, Nicole, Sig
 3. Student Delegation (Oct) - Larisa, Doreen, Jackie
 - iii) Reviewing the subcommittee tasks - **Azumi**
 - iv) Logo-**Nicole** (any updates from Pacific University)
8. New Business:
 - i) Clarifying member status, roles, and expectations – **Azumi**

<u>Voting members (Board members)</u>	<u>Non-voting members</u>
1. Larisa Nefedov, Chair	-Liaison
2. Azumi Stapp, Vice Chair	Rebeka Andrade, City
3. Kermit Anderson, Secretary	Anna Ruggles, City
4. Doreen Stenson, Treasurer	Tim Rippe, Councilor
5. Jackie Anderson	
6. John Beechwood	-Support
7. Nicole Nowlin	Rich Blackman
8. Sig Unander	Linda Allen
9. Vacant	Milka Mendez

- ii) Grant Application (opened March 1st) – budget for each event until next June

9. Next Meeting

- i) Date

- ii) Time

- iii) Location

10. Adjournment

Forest Grove/Nyuzen Sister Cities Committee

Meeting Minutes

Meeting Date:	February 09, 2022
Meeting Location:	Community Auditorium and Video Conference
Members: Present	
Nefedov, Larisa	Chair
Stapp, Azumi	Vice-Chair
Anderson, Kermit	Secretary
Stenson, Doreen	Treasurer
Anderson, Jackie	
Beechwood III, John	
Nowlin, Nicole	
Sig Unander	
Members Absent:	
Allen, Linda	
Others:	
Blackmun, Rich	Staff Liaison
Ruggles, Anna	Staff Liaison
Rebeka Andrade	Staff Liaison, Program Coordinator
Rippe, Timothy	City Council Liaison
Guest	
Mendez, Milka	Prospective New Committee Member

- 1. Called to Order** Meeting was called to order at 4:48 p.m. by Ruggles. Due to COVID-19 the meeting was held via Zoom conferencing. Members were variously in attendance at City Auditorium or connected remotely.
- 2. Quorum** Yes
- 3. Minutes** Minutes from the January 19, 2022, meeting were distributed and reviewed.
Motion: moved by J. Anderson, seconded by, Nefedov to approve the minutes as submitted. Motion carried.
- 4. Financial Report** Stenson reports a balance of \$5392.44 (same as last month) SCC Bottle Drop account is \$256.70
- 5. Liaison Reports**
 - a. Chamber (Rippe)**
No Report
 - b. City (Ruggles/Andrade)**

The city of Forest Grove will be posting applications for community enhancement grants, maximum amount \$10,000. Andrade reported that the SCC is eligible to apply. She suggested the SCC consider applying for the grant to fund membership costs to join Sister Cities International to facilitate our efforts to expand our sister city relationships to include Latin America. Also, grant funding can be used for developing an SCC logo. Nowlin, Unander, and Beechwood III report having experience with grant writing and grant applications. Further discussion is planned for the next SCC meeting following the publication of the grant application which is scheduled for March 1.

Grant applications will be accepted from March 1 to April 1. April 21 grant sponsors will appear before the City Council to pitch their particular intentions. May 9 decisions will be finalized and grant contracts distributed July 1.

6. Sub-Committees Updates

Latin Sub-Committee-Nowlin reported that the plan to hold a get acquainted meeting of available SCC members and the search committee currently being formed. Hopefully, COVID protocols will be modified by mid-Spring to allow for an in-person meeting.

7. Old Business

a. Dates from Nyuzen for Future Visits

The adult and student delegation dates remain unchanged from last meeting. Although Nyuzen liaison staff have yet to confirm the existing dates.

- Adult Delegation from Nyuzen-Oct. 3-9, 2022.
- High School Delegation from Nyuzen- Oct. 29-Nov. 2, 2022.

b. Delegation and Summer Festival Work Groups

Work groups to plan for the Student and Adult Delegations as well as the Natsu Matsuri Summer Festival event (Aug. 3) were formed consisting of the following members. Nefedov and Stapp will assign undecided members where needed.

<u>Student Delegation</u>	<u>Adult Delegation</u>	<u>Natsu Matsuri</u>
J. Anderson	Andrade	Mendez
Stenson	Ruggles	Beechwood III
Nefedov	K. Anderson	Stapp
Nowlin (if needed)	Nowlin	Blackmun

c. SCC Operations Handbook

Stapp reported on modifications made to the handbook for purposes of planning for the various SCC events. The handbook now consists of an Excel workbook with separate worksheets for each event. The revised homestay family and delegate applications will be available on-line. Because of complexities of interfacing between the Chamber and City websites Andrade will undertake to clarify and communicate a stepwise process for transmitting and tracking the applications.

d. SCC Logo

Stapp shared a website for **fiverr** a custom logo design company as a possible source for developing the SCC logo. Nowlin volunteered to speak with someone in the art department of Pacific University as another option for designing our logo.

8. New Business a. New Member—Milka Mendez

Mendez needed to leave the meeting prior to her being introduced and formally admitted as an SCC member. SCC appreciates her interest and willingness to serve on the committee and will take up the formalities of her membership at the next meeting.

9. Next Meeting(s) Wednesday, March 9, 2022, 4:45 pm

10. Adjournment Meeting adjourned at 6:10 pm.